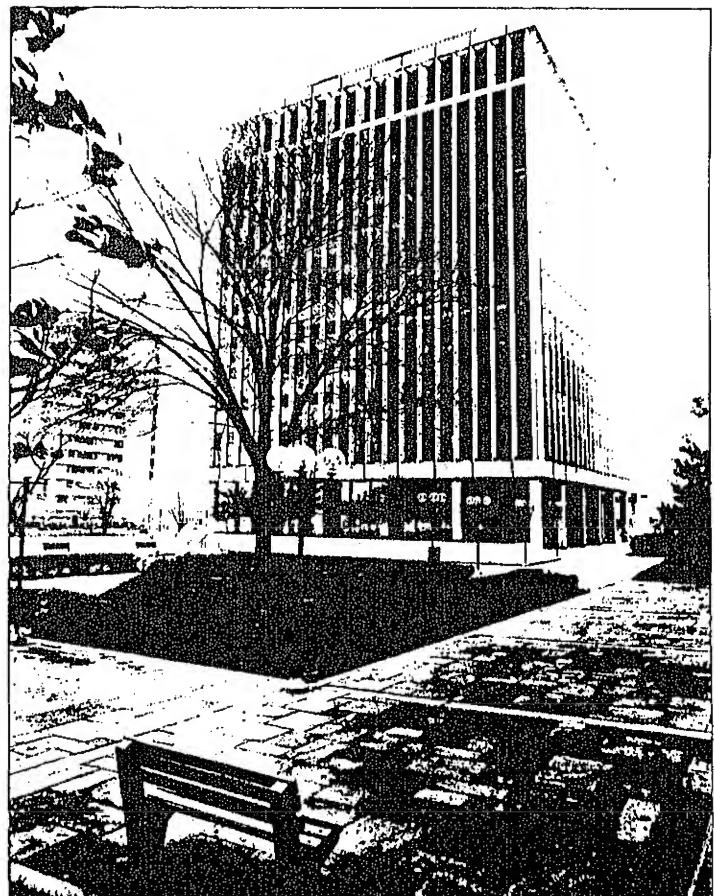

General Information Pamphlet

Welcome to the National Training Center



**Department
of the
Treasury
Internal
Revenue
Service**

Document 6382 (Rev. 4-81)

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INTERNAL REVENUE SERVICE
NATIONAL TRAINING CENTER
Crystal Plaza Building 6
2221 Jefferson Davis Highway
Arlington, Virginia 22202

Administrative Office Phone:
(703) 557-2933

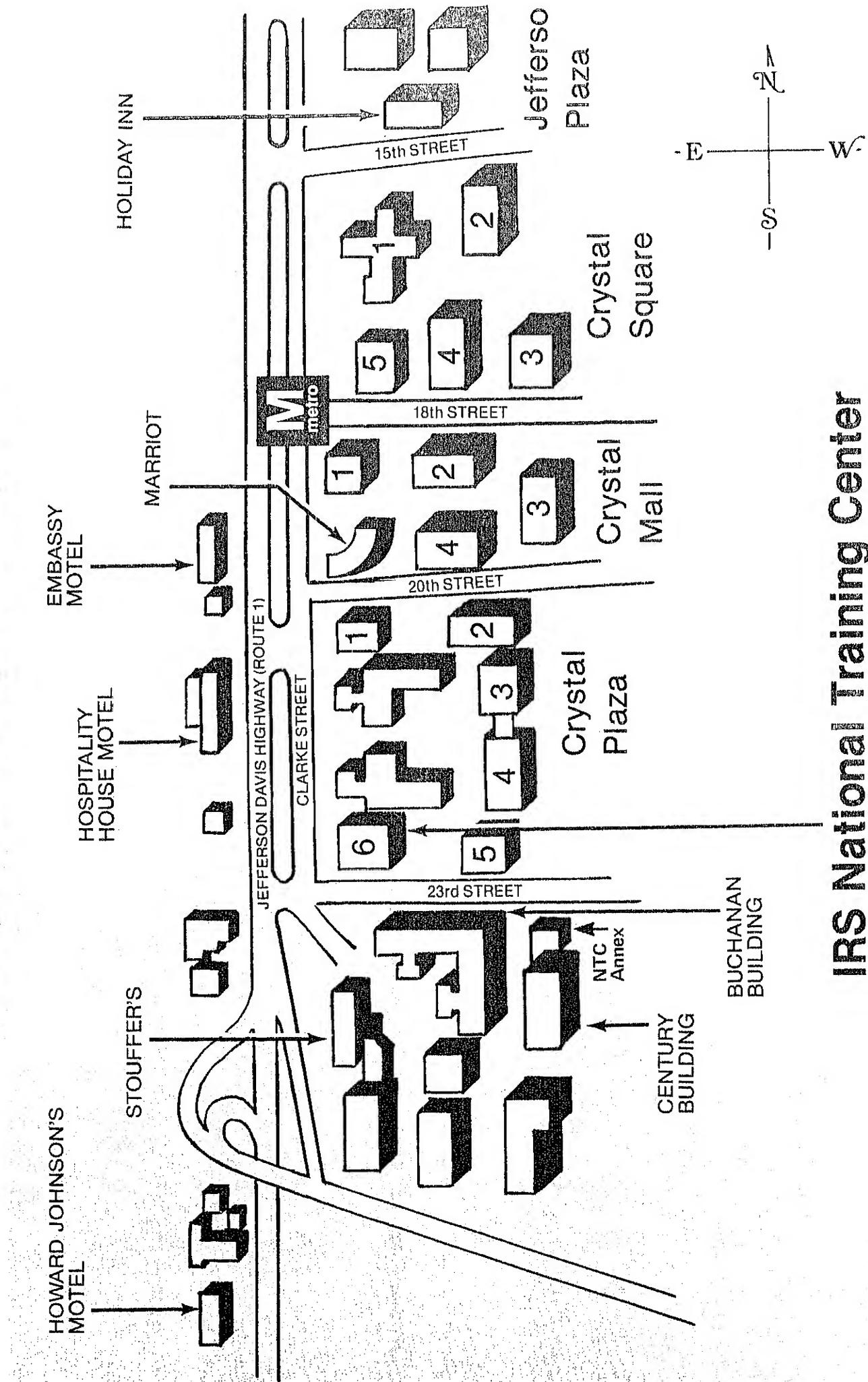
Our National Training Center (NTC) is in the Crystal City complex, a rapidly growing community of Northern Virginia. It is just across the Potomac River from downtown Washington DC -- check the map in the back of this pamphlet to get your bearings. The IRS National Office is in Northwest DC between Pennsylvania and Constitution Avenues and 12th and 10th Streets.

This booklet gives a condensed introduction to life in NTC and the DC metropolitan area. We hope this information will help you find your way around more quickly during your trip to NTC.

For any details about your training class that weren't included in your reporting instructions, contact your Training Coordinator, lead instructor, or the NTC Administrative Office. If there were Special Instructions accompanying your reporting memo, they take precedence over the general information in this pamphlet.

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Crystal City Complex



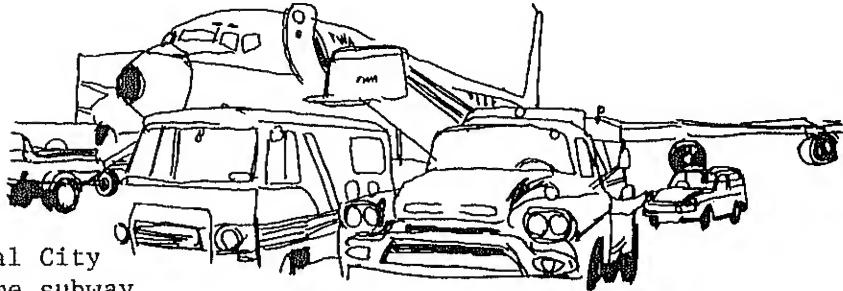
IRS National Training Center

Getting There

Travel arrangements are normally made at your post of duty. (See IRM Handbook 1763 for government travel regulations.) The NTC Administrative Office will not, as a rule, make reservations for incoming visitors. Training participants usually arrive in the area the evening before the first day of class.

Airports

There are three major airports in and around D.C. The most convenient to NTC is the Washington National Airport, which is only about a five-minute cab ride from the Crystal City complex. It is also on the same subway line -- National Airport is one stop away from Crystal City on the Blue Line. There is a limousine service to two points in Northwest D.C.: the Capitol Hilton Hotel (16th and K Streets) and the Washington Hilton Hotel (Connecticut Avenue and T Street). (These hotels, by the way, are not within government per diem range.) Current fare for this limo service is \$3.25. Information number: 532-1000.



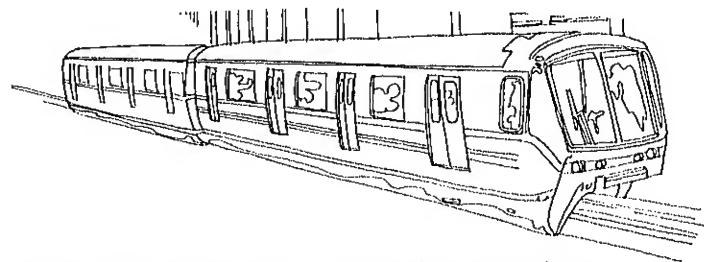
Dulles International Airport is about a 40-minute ride away, in Virginia. There is a bus/limo service to the two Hiltons in D.C. and to National Airport. Current fare is \$7.00; information number is (703) 471-5555. You may want to use this service to get to a subway line, then travel to your hotel or to NTC by subway. The Capitol Hilton (16th and K) is about three blocks from the Farragut West (Blue Line) subway station; the Washington Hilton (Connecticut and T) is about seven blocks from the Dupont Circle (Red Line) subway station -- see map on page 5 to find the route to Crystal City from these two points.

Baltimore-Washington International Airport is about an hour away, in Maryland. There is, again, a (currently) \$7.00 fare for limo service to the two D.C. Hiltons. Information number: (301) 787-7545.

NOTE: Many hotels/motels in the area offer their own free limo service with reservations. When you arrange for lodging, ask if this service is included and whether it is run on an on-call pickup or a routine schedule basis. (Some are always on call; others run every half hour or so.)

Local Transportation

"Rush" hours are 6-9:30 a.m. and 3-6:30 p.m. daily (weekdays).



Metrorail (subway)



Our subway system, while incomplete, provides efficient commuting service in D.C. and Northern Virginia. There are three lines in operation: the Red, Blue and Orange lines. The map on page 5 gives a view of the local system (the rail also runs further into D.C. and into Maryland than we have shown). The trains are marked according to the color of the line they're traveling and their destination.

Some of the places of lodging listed later in this pamphlet are near subway stops, enabling an easy commute to NTC. If you are coming from a point on the Orange line, you'll have to transfer to a Blue line train at Rosslyn in order to get to Crystal City.

To gain access to the subway, you must purchase a "fare card." There are signs explaining how to do this at every subway station next to the fare card machines. Current base fare is 60 cents, and there are extra charges for rush hour travel and greater distance increments. Charts at each station explain the fares, and the attendant can answer any questions. At every stop there is also a map showing the vicinity of the stop and where it is in relation to the rest of the subway system. There are elevators for the handicapped. (See "Services for the Handicapped" section for discount fare information.) Metro information number is 637-2437.

From the Crystal City subway stop, there are two routes to NTC (Crystal Plaza Building 6, or CP-6):

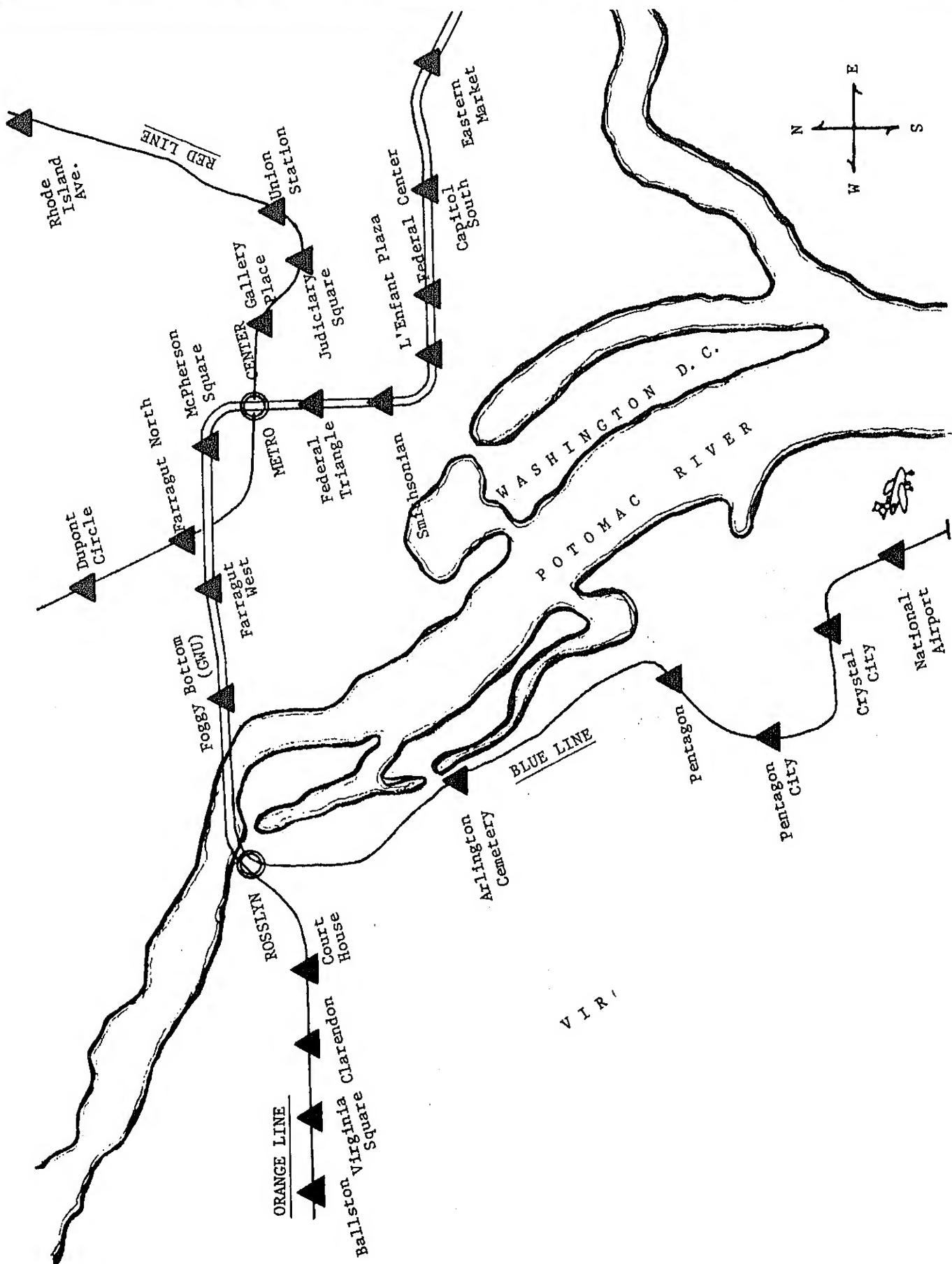
The surface route is the most direct. After you've come through the turnstile, at the top of the second escalator exiting Metro, turn left and follow Clarke Street (which parallels Jefferson Davis Highway) for about four blocks until you see CP-6 (2221) on the left, before you get to Stouffer's.

When the weather is unappealing, the underground route provides protection. This way takes a couple of minutes more, but is worth the time on cold or rainy days, and also leads past several stores and restaurants. At the top of the first escalator exiting Metro, where the entrance to the Crystal Square and Crystal Diner area is on the right, turn left. Follow the map in the center of this pamphlet to find the underground entrance to CP-6.

If you wish to visit the IRS National Office in D.C., you can board the subway at Crystal City and exit at Federal Triangle, which is the station just across 12th Street from the IRS building.

Subway Route Map

5





Metrobus

The metropolitan area is served by a fairly extensive bus system. If your lodging is not within walking distance of NTC or on a subway line, you will probably commute by bus. There are few direct bus routes to NTC; most end at a subway station (Ballston or Pentagon) where you will have to transfer to Metrorail in order to reach Crystal City.

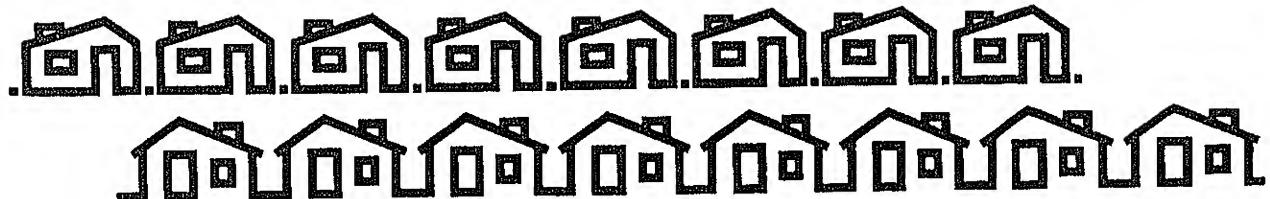
If you must ride a bus, call Metro information to find out your route and fare: 637-2437 (6:00 a.m. - 11:30 p.m.). They will need street names of the intersections from which you want to leave and at which you want to arrive. Their phones are usually busy; expect a wait. Exact change is required for bus fare; tickets can be purchased at the 10th Street stand in D.C. (right next to the main IRS building).

There is a bus stop on Jefferson Davis Highway in front of CP-6 where you can catch a bus into downtown D.C. This route will get you to the IRS National Office in about ten minutes, for (currently) \$1.20. Schedules are available at the Administrative Office reception desk (room 302).

Taxicabs

D.C. area taxicab service is always available. Current fare from National Airport to NTC is about \$2.50. More than one piece of luggage is extra; a telephone summons is extra; and, if course, rush hour charges are higher. If, for some odd reason, you can't find a cab at the airport, the following numbers are for cab companies serving all three airports:

Airport Cab	471-5555
Arlington Red Top Cab	522-3333
Alexandria Diamond Cab	549-6200
Fairfax County Yellow Cab	941-4000
Alexandria Old Town Cab	684-7373
Reston-Herndon Cab	437-1911



ging

following list of local motels/hotels is provided for your convenience. This list does not show all such establishments within possible commuting range of Crystal City -- just those nearby that are priced within per diem limitations. Motels offering both by-the-night and long-term (with kitchen facilities) accommodations are listed. We do not endorse any one of these motels over the other, nor do we guarantee their rates or "atmosphere" (although if we receive complaints about a place, we bump it from this list).

When you're making reservations, remember to ask about government rates and extra services (such as airport pickup) that may be offered, or if a room deposit is required.

RATES SHOWN ARE CURRENT FOR SPRING 1981, and are sure to change at least once a year. There is an additional charge for tax: 8% in Alexandria, 9% in Washington, and 10% in D.C.

We appreciate feedback about the quality of these motels; your lead instructor will pass on any of your comments to the originators of this pamphlet, so that we can make appropriate revisions.

Below are the transportation methods for reaching Crystal City from each location:

Walking distance -- within about six blocks (five minutes or so)

Subway -- either on same subway line (Blue) as Crystal City, or on the Orange line, requiring a transfer to the Blue line.

Bus -- most bus lines end at a subway station, necessitating a transfer.

Alexandria Motels/Hotels

	RATES*		"extras"	transportation to NTC
	single	double		
Olde Colony Motor Lodge (Best Western) N. Washington & 1st Sts. Alexandria, VA 22314 (703) 548-6300	\$38	\$45	limo service	bus
Quality Inn Towne 808 N. Washington St. Alexandria, VA 22314 (703) 548-3500 toll-free: 800-228-5151	\$34	\$38		bus
Ramada Inn - Oldtown 901 N. Fairfax St. Alexandria, VA 22304 (703) 683-6000	\$45	\$55	limo service; breakfast and cocktail coupons; free newspapers	bus
Charter House 6461 Edsall Rd. Alexandria, VA 22312 (703) 354-4400	\$35	\$40		bus
Holiday Inn - Oldtown 480 King St. Alexandria, VA 22314 (703) 549-6080	\$61	\$67	limo service	bus
Virginia Motel (Econo-Lodge) 700 N. Washington St. Alexandria, VA 22314 (703) 836-5100	\$28	\$32		bus

Alexandria Motels/Apartments with kitchen facilities

	daily	weekly	monthly	
Quarters 1. Reynolds St. Alexandria, VA 22304 1 370-9600	\$55-65 \$57-67 \$60-90	\$350-420 \$364-434 \$399-588	(efficiency) (1 BR) (2 BR)	bus
			\$425 (2 BR)	bus
2305				
Rd.	\$34-36	\$182-220	\$420-486 (1 BR)	bus
Towers Hotel 420 N. Van Dorn St. Alexandria, VA 22304 (703) 370-1000	\$25 \$31 \$39	\$160 \$202 \$257	\$626 (eff.) \$715 (1 BR) \$954 (2 BR)	bus

* Rates shown are average and current for Spring 1981. Add 8% tax.

Arlington Motels/Hotels

	RATES*		"extras"	transportation to NTC
	single	double		
Hospitality House 2000 Jeff. Davis Highway Arlington, VA 22202 (703) 920-8600	\$48 (\$38 (weekend) (\$43-----\$48--7 or more consecutive days)	\$55 (\$43)	limo service	walking distance
Howard Johnson's Motor Lodge 2650 Jeff. Davis Highway Arlington, VA 22202 (703) 684-7200	\$49	\$58	limo service	walking distance
Holiday Inn - Airport Motel 1489 Jeff. Davis Highway Arlington, VA 22202 (703) 521-1600	\$48	\$54		walking distance
Marriott Twin Bridges U.S. 1 & 395 Arlington, VA 22202 (703) 628-4200	\$45	\$55	limo service	walking distance
Holiday Inn - Key Bridge 1850 N. Ft. Myer Dr Arlington, VA 22209 (703) 522-0400	\$46	\$54		subway (Blue line)
Iwo Jima Motor Hotel (Quality Inn) 1501 Arlington Blvd. Arlington, VA 22209 (703) 524-5000	\$33	\$45		subway (Blue line)
Rosslyn West Park (used to be Ramada Inn) 1900 N. Ft. Myer Dr. Arlington, VA 22209 (703) 527-4814 toll-free: 800-228-2828	\$50	\$57		subway (Blue line)
Holiday Inn - Glebe Rd. 2485 S. Glebe Rd. Arlington, VA 22206 (703) 979-4100	\$38	\$43		bus
Quality Inn - Pentagon City 300 Army-Navy Dr. Arlington, VA 22202 (703) 892-4100 toll-free: 800-228-5151	\$45	\$52	limo service	subway (Blue line)
Southgate Motor Hotel (Best Western) 2480 S. Glebe Rd. Arlington, VA 22206 (703) 979-4400	\$37	\$42	limo se	

* Rates shown are average and current for Spring 1981. Add 9% tax.

Arlington Motels/Hotels

	<u>RATES*</u>		<u>"extras"</u>	<u>transportation to NTC</u>
	<u>single</u>	<u>double</u>		
Quality Inn - Central Arlington Blvd. & Courthouse Rd. Arlington, VA 22201 (703) 524-4000	\$34	\$42		subway (Orange to Blue line)
Sheraton National Columbia Pike & Washington Blvd. Arlington, VA 22204 (703) 521-1900	\$48	\$58	limo service	bus
Americana Motel 1400 Jeff. Davis Highway Arlington, VA 22202 (703) 979-3772	\$40	\$45		walking distance
Hyatt Arlington 1325 Wilson Blvd. Arlington, VA 22209 (703) 841-9595			\$60 (weekday) \$29 (weekends)	bus or subway (Blue line)
Spring Hill Motor Lodge 5666 Columbia Pike (at Bailey's Crossroads) Arlington, VA 22204 (703) 820-5600	\$32	\$38		bus
Clarendon Hotel Court 3824 Wilson Blvd. Arlington, VA 22203 (703) 525-7200	\$30	\$32		bus or subway (Orange to Blue line)
Highlander Motor Inn 3336 Wilson Blvd. Arlington, VA 22201 (703) 524-4300	\$28	\$34		bus or subway (Orange to Blue line)
Capital 400 Motel Washington Blvd. Arlington, VA 22201 (703) 525-0300 Reserve: 800-531-5300	\$38	\$40	limo service	bus

Arlington Motels/Apartments with kitchen facilities

	<u>daily</u>	<u>weekly</u>	<u>monthly</u>	<u>transportation to NTC</u>
Arna Valley Apartments 2601 S. Glebe Rd. Arlington, VA 22206 (703) 920-6666	\$29	\$145	\$405	bus
Cherry Blossom Motor Inn 3030 Columbia Pike Arlington, VA 22204 (703) 521-5570	\$36 \$42	(single) (double)	for kitchenette - 7 day minimum, + \$4.00 per night	bus
King Arthur's Court Motel 2250 Wilson Blvd. Arlington, VA 22201 (703) 524-8850	\$32 \$40 \$50	(single) (double) (suite)		bus or subway (Orange to Blue line)
Pollard Gardens 3835 9th Arlington, VA 22203 (703) 527-9016			\$252 (1 BR) \$282 (2 BR) (+ electricity)	bus or subway (Orange to Blue line)
The Virginian Arlington Blvd. & Ft. Myer Dr. Arlington, VA 22209 (703) 522-9600		(30 days minimum)	\$1,310 (efficiency) \$1,490 (1 BR) (+ 4% tax)	subway (Blue line)

* Rates shown are average and current for Spring 1981. Add 9% tax.

D.C. Motels/Apartments

	<u>RATES*</u>		<u>transportation to NTC</u>
	<u>single</u>	<u>double</u>	
Howard Johnson's Motor Lodge 2601 Virginia Ave. NW Washington, D.C. 20037 (202) 965-2700	\$48	\$57	subway (Blue line)
	<u>daily</u>	<u>weekly</u>	
Riverside Towers Apartment/Hotel 2201 Virginia Ave. NW Washington, D.C. 20037 (202) 452-4600	\$55 \$60 \$65	\$390 (efficiency) \$429 (studio) \$467 ("double" effi	

* Rates shown are average and current for Spring 1981

Crystal Underground at Crystal Square

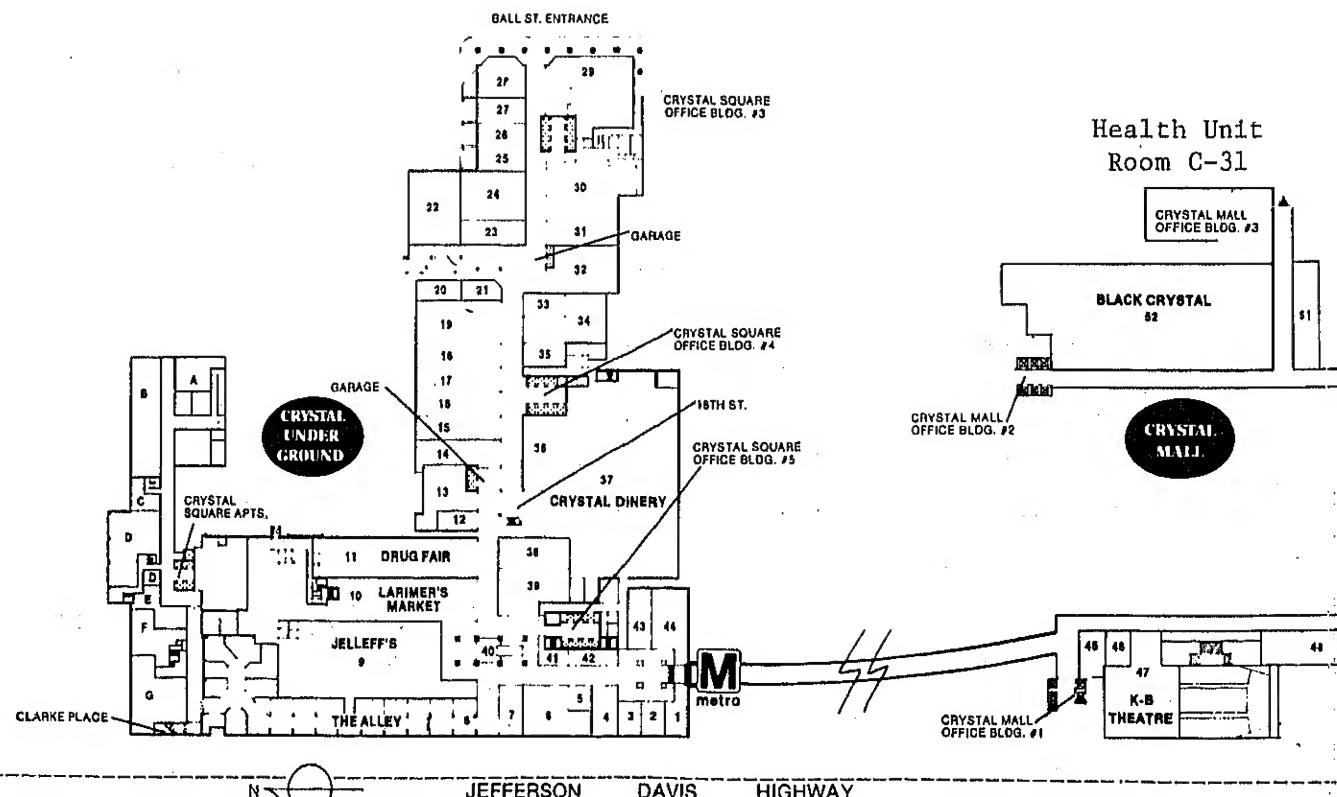
23 David's Village Shop
 25 Gentleman Joe's III
 35 Hannelore's
 9 Jelleff's
 41 Lingerie Game
 16 London Casuals
 15 Bed 'n' Bath
 5 Tina's Perfumerie
 24 Fabrics International
 14 Globe Books
 7 House & Home
 4 House of Music
 18 Instant Replay
 12 Isis Adornments
 43 Metro Camera Center III
 27 Crystal City Office Supply
 28 The Hair Cuttery
 26 Tobacco Barn
 1 Tropica
 34 Virginia A.B.C.

11 Drug Fair
 6 Bradshaw's Shoes
 30 Kinney's Shoes
 2 Arirang Curios
 17 Hodges Emporium
 42 Personal Touch
 13 Reflections
 36 Crystal Ball Lounge
 37 Crystal Dinery
 10 Larimer's Market
 32 Le Cafe Souterrain
 3 Sweets & Treats
 38 Trolley Pub
 40 Trolley Stop
 29 Crystal Gateway
 Condominiums

THE ALLEY -- unique shops
with handcrafts, games,
antiques, collectibles,
prints, and much more

Crystal Square

A Beauty Encounters
 C Crystal Valet
 B Evan, Maurice, R.D.
 B McCants, Dr. Odell
 G Navy Federal Credit Union
 F Stasiewicz, Paul V., D.D.S.
 E Travel Horizons
 D VSE Corp.
 B Williams, Dr. Henry

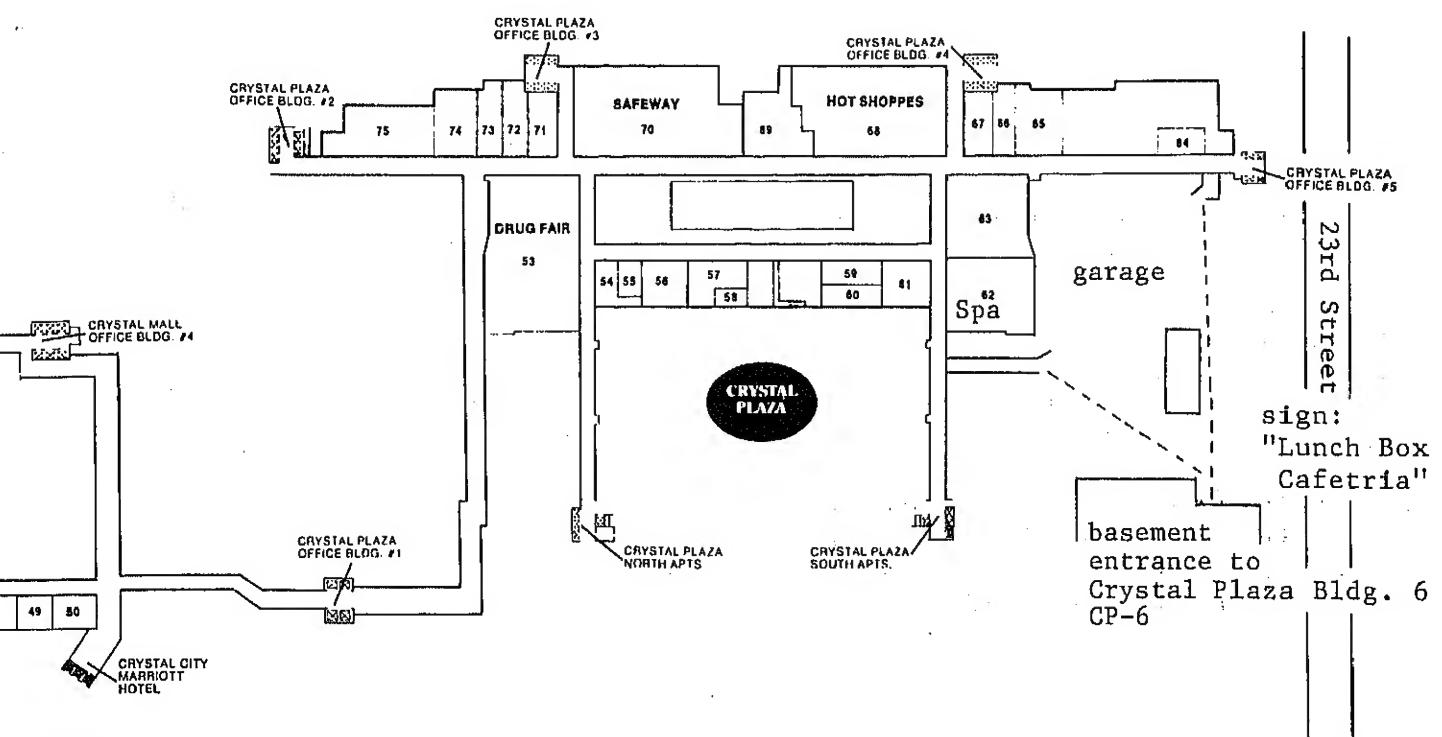


Crystal Mall

46 Bencosme, Dr. P.A.
 52 Black Crystal Cafeteria
 52 Black Crystal Lounge
 51 Crystal Fair
 50 Dante's Barber Shop
 47 K-B Theatre
 48 Raven Gift Shop
 45 The Spectacle Shop
 49 V & B Hairstylists

**Crystal Plaza Shopping Arcade**

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Barber Shop	58	Gentleman Joe's I	57
Metro Camera I	66	Crystal Shoes	56
Florist	54	Dana Robins	69
Jewelers	67	Drug Fair	53
Crystal Valet	63	Hot Shoppes Cafeteria	68
Raven Gift Shop	61	Linda's Snack Bar	64
		Safeway	70
		Sweets & Treats	55
		Argentieri, Dr. Robert	73
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		SPS Patent Services	65



National Training Center

14

Class Registration

On the first day of class, the Administrative Office must have an Estimate of Expense and Registration Card from all trainees, task force members, and instructors. Please have ready the information indicated on page 15 (Form M-5113), so you can fill out the forms quickly when you arrive.

Telephone

The Administrative Office will accept incoming calls on FTS 557-2933 and put messages in the appropriate box on the reception desk counter, room 302. Callers must give the name of the course attended by callees. Classes will not be interrupted for phone messages except in case of personal emergency.

There are phones for students' and instructors' use near the elevators, between rooms 201 and 202. You may make business FTS calls on these lines, and for local calls (even to IRS National Office) first dial "9". For personal calls, use the pay phone across from 204E.

Hours

Classroom hours are normally 8:30 a.m. to 4:30 p.m., Monday through Friday. The opening day class usually begins at either 8:30 a.m. or 12:30 p.m., and closing day dismisses at about 2:00 p.m. (Check your reporting instructions.) Do not make closing day departure plans until you have definite information on the class schedule.

must enter the building during off-duty hours, contact the Administrative Office arrangements can be made. The Administrative Office hours are 8:15 a.m.

Reference: Privacy Act of 1974

You are not required to supply the information requested on this administrative form. If you furnish none of the information, any required processing of the form will be suspended, and your training documents will receive no further processing. If you furnish only part of the information required, the processing of your training documents will be attempted; however, it may be significantly delayed. If the information withheld is found to be essential to processing your documents properly, you will be informed, and no further processing will occur unless you supply the missing information. If required information is not furnished it could delay payment of your travel voucher.

Estimate of Expense

NAME	LAST	FIRST	M.I.	TRAINING SITE
SOCIAL SECURITY NO.	DATE OF BIRTH*			TITLE OF ACTIVITY
REGION				INCLUSIVE DATES
POST OF DUTY		OFFICE CODE	TRNG. ACTIVITY CODE	FUNDING
			PROGRAM/PROJECT NO.	TYPE CODE*
				SOURCE CODE*
**OTHER EXPENSES (Itemize)				
Travel Expenses	Per Diem	\$		
	Transportation Requests	\$		
	Mileage	\$		
	Other Expenses (Total)**	\$		
	Total	\$		

*Not required for Task Force

IRS NATIONAL TRAINING CENTER
Registration Card

NAME	TITLE	GS LEVEL	
REGION	DISTRICT	POST OF DUTY	
TITLE OF ACTIVITY			
INCLUSIVE DATES			
HOME OFFICE ADDRESS			
HOME ADDRESS			
TEMPORARY ADDRESS			
IN CASE OF EMERGENCY NOTIFY		RELATIONSHIP	
ADDRESS		PHONE	
PRIVATE AUTOMOBILE	Year	Tag No.	State
MEDICAL AWARENESS NOTES			

Leave Procedure

If you become ill, notify the course coordinator or lead instructor as soon as possible. Form SF-71, Application for Leave, must be completed and sent to your home office.

You will not be granted annual leave while attending training sessions except in emergencies. Each trainee's absence from class must be authorized by the lead instructor. When annual leave exceeds four hours, no per diem can be allowed for that day. You must make sure to forward your SF-71 to your home office. A training certificate will not be awarded you until you've completed all course work deemed necessary by the lead instructor.

Health Service

IRS personnel attending activities at NTC are served by the Department of Defense Health Unit, Room C-31 Crystal Mall Building #3. They will treat illness or injury, but will not administer immunizations. Telephone: 697-4706.

You can use the map in the center of this pamphlet to help you find the underground route to the corner where Crystal Mall Building #3 is nestled; when you see the sign for Building #3, turn left and pass the elevators; beyond the elevators, turn left through the glass doors; pass the GSA store and turn left again. C-31 is (where else?) on the left. Hours: 7:30 a.m. - 4:00 p.m. (closed 12-1 for lunch).

Since the health unit is about a five-minute walk from NTC (underground), you might want to come to class prepared with basic pharmaceutical items such as aspirin and bandaids.

If you are injured while attending activities at NTC, notify the Administrative Office and complete Form CA-1.

Most hotels and motels have house physicians either available or on call. If not, you may call the following numbers for assistance in locating a doctor:

Arlington Doctors' Bureau	524-1195
Arlington County Medical Society	528-0888
Alexandria Medical Society	751-4611
Fairfax County Medical Society	532-0500
D.C. Referral Service	223-6333

Here are some emergency room numbers for some local hospitals:

Arlington Hospital 1701 N. George Mason Drive	558-5000
Alexandria Hospital 4320 Seminary Road	379-3065
Fairfax Hospital 3300 Gallows Road, Falls Church	698-1110
Capitol Hill Hospital 700 Constitution Avenue, NE D.C.	269-8769
Washington Hospital Center 110 Irving Street, NW D.C.	541-6701

Services for the Handicapped

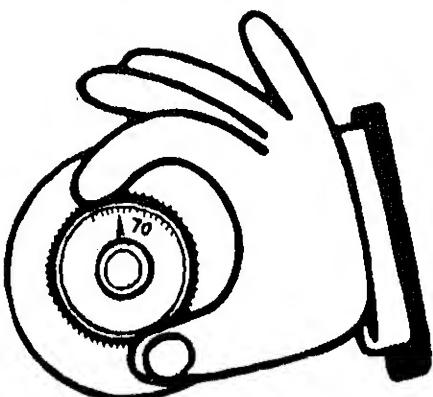
The Administrative Office stocks a book entitled "Access Washington -- A Guide to Metropolitan Washington for the Physically Disabled," published by the Information Center for Handicapped Individuals, Inc. (202-347-4986). It gives specifics about how and where structures in D.C. are adapted for the use of handicapped people.

If you are disabled, you can receive a discount for use of Metro bus and rail systems. To get an identification card, call (202) 647-1245.

Within this building, CP-6, the men's room adapted for the handicapped is on the 10th floor; for women, on the first floor.

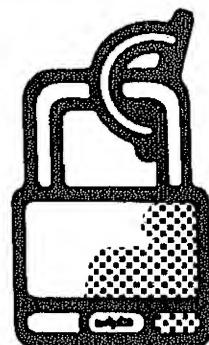
Dress

Business attire and neat casual dress are suitable. The building's heating and air conditioning system is not consistent -- each room has a temperature personality of its own -- so prepare for the first day of class with layers that can be added or removed, until you become acquainted with the environment.



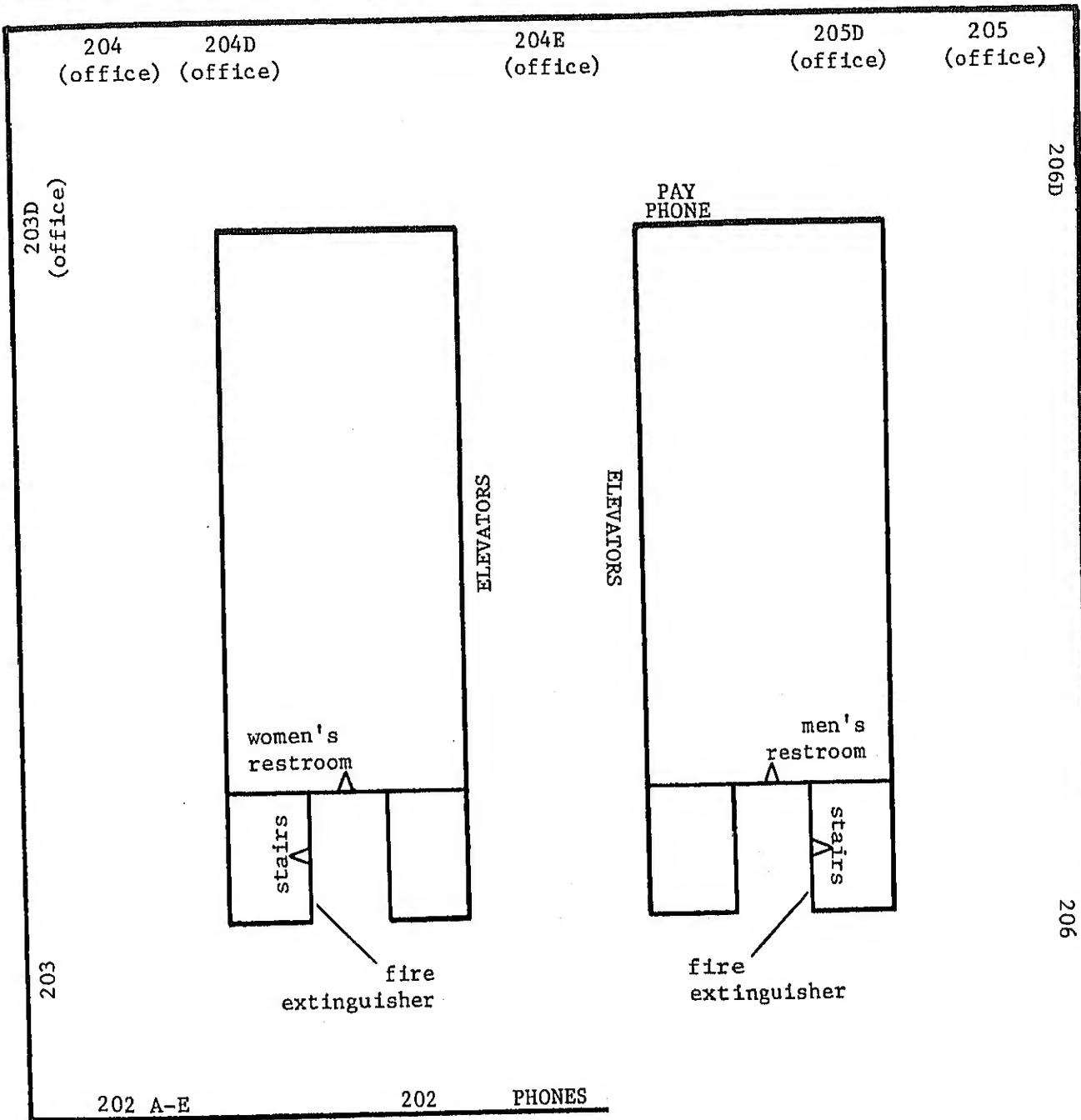
Security

Because NTC is housed within a public building, identification badges are not required for entry. Be careful to guard against theft -- don't leave unattended handbags, pocket commissions, "classified" material or other valuables.

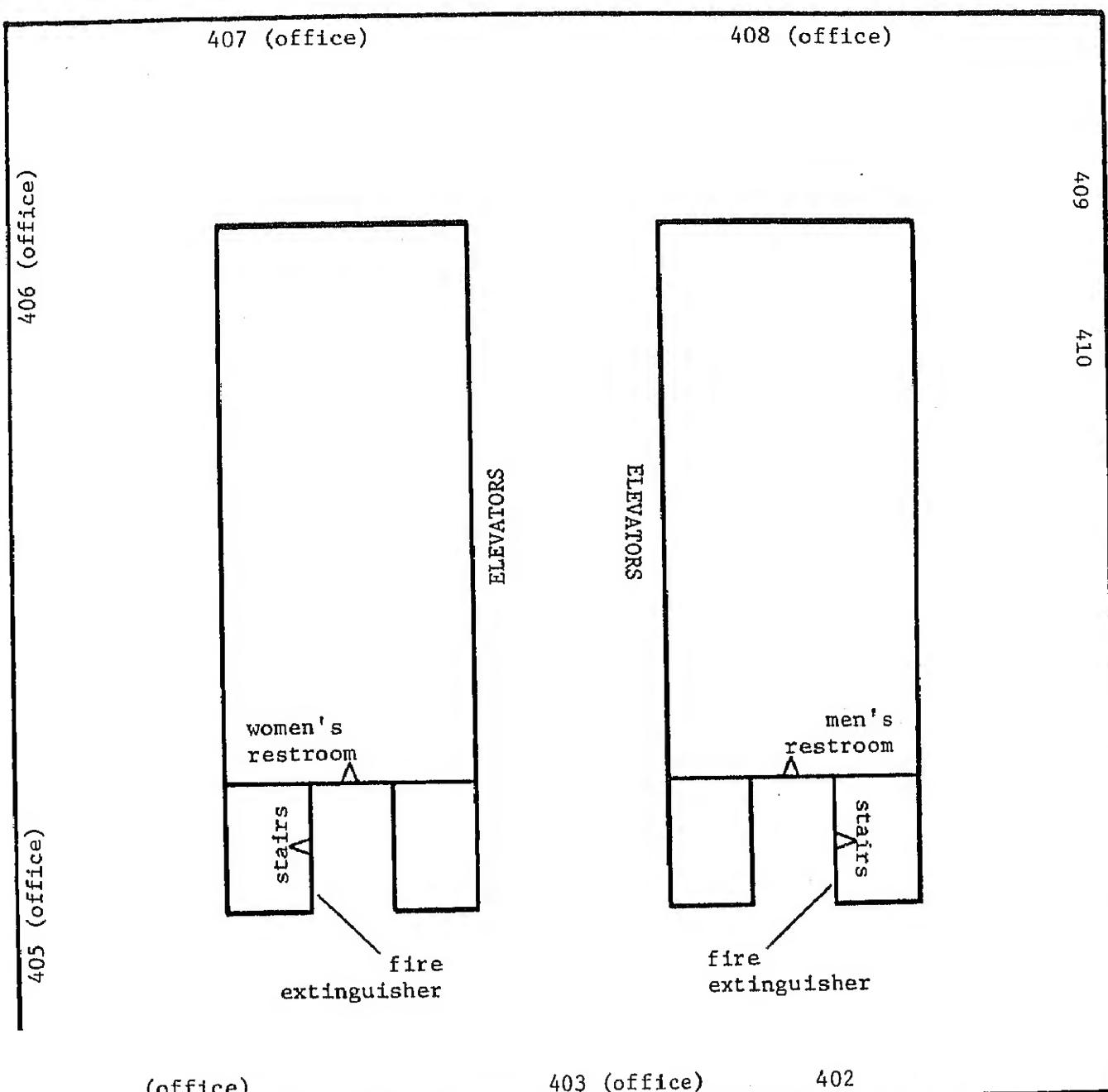


Emergency Evacuation

See the maps on the next two pages to locate the exit stairways and fire extinguishers. Let the Administrative Office know of any persons who would require assistance during evacuation (disabled persons, those with history of heart disease, etc.).



This diagram shows the second floor layout of where most of NTC's classrooms are located. Stay out of the rooms marked "office" unless in. The Administrative Office reception desk is on the third floor, above the second floor phone. NOTE EXIT AND FIRE EXTINGUISHER LOCATIONS.

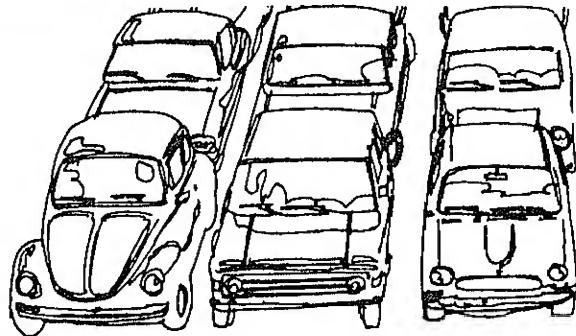


(office) 403 (office) 402

im shows the fourth floor layout of CP-6,
of NTC's classroom space is located.
out of the rooms marked "office" unless
The Administrative Office reception
desk is on the third floor, below room 403. NOTE
EXIT AND FIRE EXTINGUISHER LOCATIONS.

Parking

There is limited on-the-street parking around CP-6. The meters take a maximum of two quarters (two hours) at once, meaning three trips out to feed the meter during the day. More easily attained and maintained (for \$3.00 a day) are spaces in the garage beneath the Buchanan/Century complex, across 23rd Street from CP-6.



South on Jefferson Davis Highway, under the Route 233 overpass beyond Stouffer's, is a public lot currently costing \$2.00 a day. Do not park in the basement garage of the building housing NTC -- unauthorized cars are towed.

Restaurants and Shopping

Crystal City abounds with places to eat, shop, and find general entertainment. A lot of these facilities are underground -- the map in the center of this pamphlet outlines the subterranean network. Popular lunch spots there include the Crystal Diner (by the Metro exit), which offers an international variety of cafeteria-style food, and the Hot Shoppes cafeteria, near CP-6. Across 23rd Street is another shopping complex, the Century and Buchanan Malls, where there are also restaurants such as Faces and the Deli.

Aside from the Lunch Box Cafeteria in the basement of CP-6, there are several restaurants within walking distance outside. Across Jefferson Davis Highway, on 23rd Street is a string of restaurants where you can find Italian, French, Mexican, Hungarian and Chinese cuisine. Along the Highway, facing Stouffer's, are Moro's Pizzeria and Ollie's Trolley.

The local hotels sponsor at least one restaurant each -- Stouffer's, ^{the} Hospitality House, Howard Johnson's, Holiday Inn and Marriott all have establishments that are slightly more expensive and require ~~more~~ time the other places mentioned. For fast food, try Arthur Tr^{ee} a little south of CP-6 on Clarke Street.

Banks

Those who will need to cash checks while participating in activities at NTC should let their Training Coordinators know well in advance. Coordinators will send rosters of names to the NTC Administrative Office, which will submit the rosters to the local bank(s) cooperating with NTC for this purpose. Lead instructors or Training Coordinators will give directions to the bank. We advise you to come prepared with travelers' checks, for greater ease in obtaining cash.

Off-Duty Exploration

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The Nation's Capitol is not just a political beehive; it is a city teeming with places, people, and things to go, see, and do. During your stay, you may want to stop by a magazine stand or drug store to buy a local map or tourist guide which will give more extensive detail about the D.C. metropolitan area and what sights there are to see.

You might want to take the subway to the Capitol South station in D.C. and tour the Capitol building, Folger's Shakespeare library, and check out the Capitol Hill area restaurants. If you stroll down the Mall, you'll find the Botanical Garden, the National Museum of American Art, and the Air and Space Museum.

Stretching down the length of the Mall are the Smithsonian museums, art galleries, the Washington Monument, and the reflecting pool -- all scattered over an expanse of lawn where folks also picnic, play with frisbees, or just people-watch. (The Smithsonian subway exit will put you right in the middle of the Mall.)

A bit to the northwest of the Mall is the White House; due south of the President's home, across the Mall, is the Tidal Basin, where you can rent a paddle-boat or walk around to take a look at the Jefferson Memorial.

If the weather is cold, there is ice-skating on a rink across the Mall from the Hirshhorn museum (at 9th Street). Warm temperatures inspire people to coast around the streets of the city on roller skates rented from curbside enterprises in Georgetown.

Those who are mobile find fascinating a drive down Northwest 16th Street or Massachusetts Avenue for the view of embassies and palatial (private) estates, or a "lights-of-the-city" tour around the Mall and White House at night.

There are many renowned restaurants: along the waterfront on Maine Avenue, Southwest; around Dupont Circle, Northwest; Georgetown; Capitol Hill; and everywhere in between. Diners also travel to Maryland and Virginia for fine cuisine -- the Bethesda-Chevy Chase area, outside Northwest D.C., and Oldtown Alexandria, south on Route 1, are popular night spots.

General information numbers:

Daily tourist information	737-8866
Dial-a-museum	357-2020
Dial-a-park	426-6975
Smithsonian information	357-2700

The following list gives some addresses you may want.

ART in D.C.

Corcoran Gallery - 17th St. between E and New York Ave. NW
Dumbarton Oaks - 1703 32nd St. NW
Freer Gallery - 12th St. & Jefferson Dr. (Mall)
Hirshhorn Museum of Art - Independence Ave. & 7th St. (Mall)
National Museum of American Art - 8th & G Sts. NW (Mall)
National Gallery of Art - Pennsylvania Ave. & 7th St. (Mall)
National Portrait Gallery - 8th & H Sts. NW
Octagon House - 1735 New York Ave. NW
Phillips Collection - 21st & Q Sts. NW
Renwick Gallery - 17th & Pennsylvania Ave. NW

MUSEUMS and such in D.C.

Explorers' Hall (National Geographic Society) - 17th & M Sts. NW
Ford's Theatre - 511 10th St. NW
Library of Congress - E. Capitol & 1st Sts. SE
National Air and Space Museum - 7th & Independence (Mall)
National Archives - 8th St. & Pennsylvania Ave. NW
National Museum of American History - Constitution Ave. & 12th St. (Mall)
National Museum of Natural History - 10th St. & Constitution Ave. (Mall)
Naval Museum - Navy Yard, 8th & M Sts. SE
Smithsonian Arts and Industries Museum - 9th St. & Independence Ave. (Mall)
Textile Museum - 2320 S St. NW

THEATRES in D.C.

Arena Stage - 6th & M Sts. SW
(at same location: the Kreeger and
the Old Vat Room)
Folger - 201 E. Capitol (specializes in
Shakespeare)
Ford's - 511 10th St. NW
Kennedy Center - at end of New Hampshire
Avenue, on Potomac River
includes: Concert Hall
Eisenhower
Opera House
Terrace
National - 1321 E St. NW
New Playwright's - 1742 Church St. NW
Sylvan - outdoor; on lawn by Washington Monu

TOURS, etc.

Maryland: Annapolis, site of State House and Naval Academy; 18th & 19th century buildings, shops and restaurants ... 495 (Beltway) to Route 50 (John Hanson Highway) to Route 450; about 45 minutes

Virginia: Arlington National Cemetery - entrance just across Memorial Bridge

Mount Vernon - south on George Washington Parkway

Oldtown Alexandria - walking tour; 18th & 19th century buildings; modern shops and restaurants; the Torpedo Factory (now houses artists) ... south on Route 1

D.C. TOURS

Botanical Gardens - 1st St. & Maryland Ave. NW

Bureau of Engraving & Printing - 14th & C Sts. (just over 14th St. Bridge)

Capitol (and House & Senate Office Buildings) - at head of Mall

Dolly Madison's former home, now Federal Judicial Center - 1520 H St. NW

FBI - 10th St. & Pennsylvania Ave. NW

Georgetown - around M St. & Wisconsin Ave. NW - walking tour; 18th & 19th century homes, modern shops, restaurants, bars

"Where Lincoln Died" - 516 10th St. NW (across from Ford's Theatre)

Aquarium - basement of Commerce Dept. Bldg. - 14th St. & Constitution

Arboretum - M St. & Maryland Ave. NE

... Wisconsin & Massachusetts Aves. NW

1st Ave. (3000 block) NW

748 Jackson Place NW (across from White House)

; on the skyline

; St. NW

